

DD/K

~~SECRET~~
CIA-RDP78-04

~~JUL~~ 2 1954

SUBJECT: Request for Change in Logistics Office and Office
of Comptroller Tables of Organization

1. Attached as Tab A is a memorandum dated 2 June 1954 from the Chief of Logistics requesting that two positions currently carried on the Logistics Office Table of Organization be transferred to Machine Records Division, Office of the Comptroller.
2. At the inception of the requirements tabulating machine work for the Logistics Office, it was desirable that this office employ personnel possessing the knowledge of requirements development. As the developmental work has largely been completed and systems established for the processing of logistics material data, the continuing workload is more properly a normal electric accounting machine type of activity and should be accomplished by the Machine Records Division.
3. As the machine work in connection with the Logistics Office requirements is currently being performed by Logistics office personnel physically located in the Machine Records Division, it is proposed to place these persons under the direct supervision of that division.
4. Concurrence by the Assistant Director for Personnel is indicated by memorandum dated June 30 (Tab E). Tab C, memorandum from the Chief, Budget Division, concurs in the transfer providing ceiling, funds and incumbents are transferred. Specific placement of the two positions within the Machine Records Division Table of Organization is also indicated in this tab.
5. The transfer of the two positions will reduce the Logistics Office ceiling by two and increase the Office of the Comptroller by two ceiling positions. Your approval is recommended.
6. This is one of the two adjustments listed in Appendix No. 2 to the Staff Study dated 30 June 1954, now in your office. Approval of this request prior to action on the above mentioned Staff Study will have the effect of reducing the 30 May Logistics Office civilian ceiling from [REDACTED] A corresponding decrease

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should also be made in the PROPOSED PERSONNEL CEILING shown in Appendix No. 2 to the June 30 staff study from [REDACTED] The increase proposed in the June 30 staff study remains nine.

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[REDACTED]
Chief, Management Staff

25X1A

ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of AS/T
- Tab C - Concurrence of Budget Div.

* APPROVED:

Date:

10 July 1954

L. K. WHITE
Deputy Director (Administration)

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- * *NS APM* (1 July 1954)
Approved on the basis that ceiling positions, funds, and incumbents are transferred.